



## CITY OF HOUSTON

Office of Business Opportunity

# Interoffice Memorandum

**To:** Marsha E. Murray, OBO Deputy Director  
**From:** Barbara Fisher, Procurement Specialist  
**Date:** August 23, 2017  
**Subject:** Pre-Award Good Faith Effort  
FIN/SPD – Personal Radiation Detectors for the Mayor's Homeland Security

The Pre-Award Good Faith Effort Request submitted by Polimaster Inc. for the above referenced project has been reviewed and evaluated. This solicitation involves the purchase of Personal Radiation Detectors (PDRs) and service/maintenance of the units, the Invitation to Bid included an 11% MWBE goal.

### **FIN/SPD Department provided the following information:**

Finance Department's Strategic Purchasing Division provided a Good Faith Effort Request for evaluation by OBO from Polimaster Inc.

### **Project Details:**

- Project Advertised Date: March 24, 2017
- Pre-Bid Meeting Date: April 10, 2017
- Bid Due Date: April 20, 2017
- Bidder's Bid Amount: \$6,733,850.00

This Invitation to Bid involves the purchase of Personal Radiation Detectors (PDRs), which will include delivery and the performance of requested/scheduled calibration service, repair and maintenance services. The PRD shall be supplied with an associated carrying case/pouches and port/cable connections.

### **FIN/SPD furnished the Proposer's Good Faith Effort, which consists of the following:**

- Professional Services/Goods/Non-Professional Services GFE Departmental Checklist
  - Professional Services/Goods/Non-Professional Services GFE Departmental Checklist received from FIN/SPD was reviewed and evaluated. Department Services found that FIN/SPD indicated the following:
    - Vendor does provide a MWBE participation plan outlining the portion of the advertised contract goal will be met and the MWBE certified businesses that will be used
    - GFE was submitted on company letterhead
- Proposer's explanation of Good Faith Effort (On Polimaster Inc. Letterhead, dated August 16, 2017)
- Section B – Technical Specifications for Personal Radiation Detectors for the Mayor's Office of Homeland Security.

### **Proposer provided the following information:**

FIN/SPD selected Polimaster Inc. to furnish the Personal Radiation Detectors and provide service/maintenance of the units. However, Polimaster Inc. was unable to meet the advertised 11.00% MWBE Contract Goal and submitted a Good Faith Effort Request for review.

- A letter was submitted by Polimaster Inc. dated August 16, 2017, outlining their explanation about not being able to comply with the 11.00% MWBE Contract Goal. Polimaster Inc. is requesting a waiver of meeting the advertised goal MWBE 11.00% since they consider this contract was not having divisible work elements other than printing.
  - Per Polimaster, they consider the manufacturing of their PRD's to be highly specialized, technical and unique in nature. The supply chain is considered both extremely complex and highly interdependent, the existing supply chain has been in place and developed over a period of years to ensure that the PRD's are manufactured with materials of the highest standards. Therefore, not allowing Polimaster to alter any part of their supply chain to accommodate a certified MWBE certified firm. Polimaster cites the following Ordinance 15-83 C, (1)(b) - The service or goods requested are of such a specialized, technical or unique nature as to require the city department to be able to select its contractor without application of MWSBE provisions.

- Polimaster identified the following possible subcontracting opportunities:

- Production of the Pelican cases for the PRD
- Printing of operational manuals
- Provisions of batteries

However, per Polimaster, these work elements create less than one percent of the total dollar amount of the contract.

- Polimaster is in the process of entering into a contract with Bayside Printing Co., which is a certified MBE and WBE. Bayside Printing will print the operation manuals for Polimaster. However, Polimaster will only subcontract approximately 0.100%, which equals to approximately \$6,772.50. Per Polimaster, there were no certified firms that could produce the Pelican cases, leather holsters (NAICS Codes 316998 & 316999) and supply batteries (NAICS Code 335911 and 335912).

**OBO - Department Services (DS) Findings:**

Department Services concurs with Polimaster that there are no certified firms that can supply the Pelican cases, leather holsters or supply batteries. The PDR's will be directly shipped by the manufacturer to the City of Houston, therefore, delivery is not a viable subcontracting opportunity. Polimaster has identified printing as a subcontracting opportunity, which they will engage with Bayside Printing, Inc. (NAICS Code 323111) to print approximately 5,000 operation manuals.

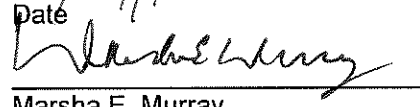
**OBO - Department Services (DS) Recommendations:**

Upon the evaluation above, it is the recommendation to approve Polimaster's Good Faith Effort request for the waiver of the 11.00% MWBE Contract Goal. While Polimaster has stated that they will engage and proceed with a certified printing company to print their operation manuals, this subcontracting opportunity will equal to be 0.100%, \$6,772.50 of the solicitation. Department Services contacted Polimaster to request clarification on their actual printing needs, Polimaster confirmed that \$6,772.50 will be the approximate subcontracting amount, therefore, the dollar amount and subcontracting percentage will not change for the printing element.

Department Services has determined that Polimaster made sufficient good faith efforts in identifying possible subcontracting opportunities for MWBE participation and conducting a thorough search on the City Online directory. In addition, Department Services recognizes Polimaster's reluctance to altering their existing supply chain for detectors, therefore, confirming that the purchase of parts for the PRD's will not be considered a viable subcontracting element.

In summary, Polimaster's Pre-Award Good Efforts request is being **APPROVED** based on the evaluation to waive the 11.00% goal, however, Polimaster has committed to making a good faith effort to use Bayside Printing for \$6,772.50 or 0.100% of the contract. The RCA should reflect this participation plan.

Reviewed and Accepted

8/24/17  
Date  
  
Marsha E. Murray  
OBO Deputy Director